

Happy Holidays



THE DISPATCH WINTER 2024



LOCAL CONTACT INFORMATION



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2023-2024 Executive

<https://etfo-torots.org/about-us/the-executive/>

The local will be closed over the Winter Break - December 25th-January 5th inclusive. The Local will re-open on Monday, January 8th, 2024.



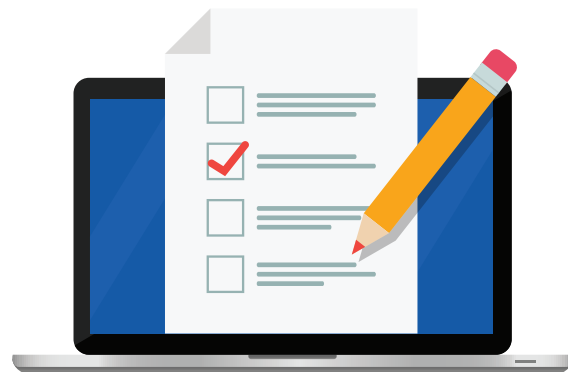
The Toronto OT Local recently switched over from its Bell landline to a voice-over-IP (VoIP) service. **There is no change to the local office phone number - we are still at (416) 227-1866, and available between 8:30am and 5:00pm on weekdays.** Behind the scenes, the VoIP system enables new features such as call transfer and a Virtual Receptionist, which allow our members to reach specific released officers via the main office line. As well, transcribed voicemail makes returning calls more efficient.

We investigated multiple companies before switching, and the winner (Ooma Office) was actually recommended by one of our members, John Pacocha. The cost is similar to our Bell landline, but with more functionality.

COMING SOON! 2024-25 POCKET CALENDAR AND DISPATCH NEWSLETTER SURVEY

In the new year, the local will be conducting another communications survey. In order to receive a **paper copy of the local's 2024-25 Pocket Calendar** and/or paper copies of The Dispatch newsletters, **members must click "YES"**, otherwise, you will receive communications by digital/electronic means only.

The Pocket Calendar is mailed out during the summer (only) via Canada Post and is also available digitally on the website. The Dispatch newsletter (Fall, Winter, Spring & Summer) is mailed out via Canada Post four times a year and is also available digitally on the website.



LOCAL PROFESSIONAL LEARNING REIMBURSEMENT OPPORTUNITIES

At the Local's 2023 Fall General Meeting the membership approved a budgeted amount of **\$40 000 in the 2023-24 fiscal year budget, for reimbursements to members upon the completion of any self-directed professional learning (i.e. AQ course)**. Members are eligible for a Professional Learning Reimbursement of up to \$250 per school year to help support their professional growth as an educator.

There is also a Professional Learning Resources Reimbursement. This \$50 subsidy is for professional learning resources. There is a \$50 maximum per member for the 2023-2024 school year (this is in addition to the \$250 maximum).

Please note, all reimbursement forms are located under LOCAL FORMS on the HOME page of the local's website - <https://elfo-torots.org>

Funding is on a first come first served basis until the budget line is expended.





TDSB GOOGLE DRIVE STORAGE SPACE FOR DAILY OTS

The TDSB recently sent our members messages about their TDSB Google Drive storage space, outlining a 10GB limit for daily OTs and a 30GB limit for LTOs. This has meant that some daily OTs have had their Google Drives frozen, since they are above the 10GB storage limit.

If you have had your TDSB Google Drive frozen and require more storage space, please write to Vice- President Laura Barrett at laurabarrettunion@gmail.com with your name, TDSB employee number, current storage level and desired storage amount, along with a rationale for that amount. Be as detailed as possible!

While there is no guarantee that more space will be allotted, the Board has told us they will consider our requests on a case-by-case basis, so we are collecting as many as possible to make a robust case for storage space equity for our members. We will let you know of any future developments in this area.

LOCAL 2024 WINTER GENERAL MEETING

 Tuesday, February 13th, 2024  5:00 p.m.-8:00 p.m.  VIA ZOOM

On November 10th, a survey was sent out to the membership asking whether they wanted the 2024 Winter General Meeting held in-person or via Zoom.

86.3% of the members who filled out the survey voted in favour of an online Winter General Meeting.

Please note the following procedural requirements regarding meals at virtual General Meetings on pg. 49 of the Local's Procedures Manual:

<https://etfo-torots.org/wp-content/uploads/2023/09/ETFO-Toronto-OT-Local-Reference-Manual.pdf>

5.17.3 The Local offers a meal reimbursement of up to **\$20 per member for members who attend (registered as signing in via Zoom) any future virtual Membership meetings in the fiscal year.** (Updated Sept. 7, 2023) This does not include Candidate Meetings.










COMING SOON! ELECTION OF YOUR 2024-2025 EXECUTIVE

Do you want to be part of the elected team that helps steer the direction and policy of your union local? If so, you are encouraged to submit a nomination form to run for a position on your 2024-2025 local executive. The Winter newsletter is mailed out to the membership with the nomination forms for the positions listed in Article VI of the Constitution.

Executive elections will follow this new structure that was approved at the 2022 Annual Meeting:

6.1.1 The local executive shall consist of twelve (12) members and shall include:

-  President
-  First Vice-President
-  Vice-President – open
-  Vice-President - women only
-  Treasurer
-  Secretary
-  Six (6) additional executive members
(3) open positions and three
(3) positions open to women only.



The nomination form lists the expectations and responsibilities for each position on the local executive. All positions are a one-year term as per the local's Constitution. Occasional Teachers interested in having their name on the ballot for the 2024- 2025 Executive Election must submit a completed Nomination form to the Local's Elections Officer:
TOROT.ElectionsOfficer@gmail.com
by Friday, February 9th, 2024
at 4 p.m.

For additional information and details on the 2024-2025 Executive Election process, please check the Local's website under the tab Elections > Election Information in the upper right navigation bar of the home page. As per the local's Constitution, Article IX, Section 3, 9.3.1
- All elections of the Executive shall be conducted at the Local Annual Meeting.



ELECTION TIMELINES FOR 2024-25 ELECTIONS

February 9th, 2024 – Nominations close. Candidates for Executive 2024-2025 nomination deadline by 4:00 p.m. to Elections Officer.

Election Officer – Campaign Guidelines sent within 3 days of receiving nomination

February 12th – names of candidates posted on website

February 13th – Winter General Meeting, Candidates introduced give 2 minute speech

February 15th – Executive candidate pdf profiles due to Elections Officer

February 20th – Executive candidate profiles posted on local website

May 14th and May 16th – Annual Meeting Session 1 and 2, Speeches immediately followed by voting held at Annual meeting

2024 ETFO ANNUAL MEETING: WE WANT YOU TO BE A DELEGATE

The ETFO Annual Meeting takes place August 12th-15th, 2024 in Toronto. Nearly a thousand ETFO members participate in this meeting. The Toronto OT Local is allocated 22 delegates to take part in the meeting. Delegates discuss and vote on the priorities of the provincial ETFO organization and constitutional motions; approve the ETFO provincial budget and fees; and, fulfill a variety of responsibilities necessary for the operation of the ETFO organization.

The Toronto OT Local will elect 16 delegates at the Local's February 13th, 2024 Winter General Meeting as per the Local's Constitution:

10.1.1 Delegates of the ETFO Toronto Occasional Teachers' Local to the ETFO Annual Meeting shall be:

(a) the elected President, 1st Vice-President, Vice-Presidents (2), Treasurer and Secretary.

(b) elected from the membership, by secret ballot, at the February Local General Meeting to make up the complement of Local delegates for the ETFO Annual Meeting.



Candidates interested in having their name on the ballot for the 2024 ETFO Annual Meeting Delegate Election must email a completed Delegates Nomination form to the Local's Elections Officer at TOROT.ElectionsOfficer@gmail.com by Friday, February 7th, 2024 at 4 p.m.

MOTIONS TO THE 2024 ETFO ANNUAL MEETING

The ETFO Annual Meeting provides locals with the opportunity to bring forward motions to influence the direction, goals, and fiscal commitments of the ETFO organization. For a motion to be published in the ETFO Annual Meeting motion booklet, it must be approved by a Local's membership at a General Meeting prior to March 1st each year.

If you have an ETFO Annual Meeting motion you want considered at the February 13, 2024 Winter General Meeting, please email your motion to the Parliamentarian at TorontoOTConsitution@gmail.com by **Monday, February 5th, 2024 at 4:00 p.m.** In your email, please indicate 2023 ETFO AM Motion along with your name and TDSB employee number.

CENTRAL AND LOCAL COLLECTIVE BARGAINING UPDATE

The ETFO Teacher/Occasional Teacher Central Agreement was ratified on Friday, December 15th, 2023.

- 90 per cent of teacher and occasional teacher voting members have voted to accept the 2022-2026 Teacher/Occasional Teacher Central Agreement.
- 100 per cent of teacher and occasional teacher locals voted to accept the 2022-2026 Teacher/Occasional Teacher Central Agreement.

For more information, please visit ETFO's CB communication member portal by going to www.ettocb.ca and signing into member secure services.

Thank you to all Toronto OT Local members who participated in the ratification vote process!



The local's CB Team met with the TDSB for its' first bargaining meeting on December 6th, 2023. Both the local and the Board presented their submissions. Bargaining updates will continue to be posted on the local's website and sent out via email.



GETTING TO KNOW YOUR COLLECTIVE AGREEMENT: TEACHING EXPERIENCE, SALARY AND QUALIFICATIONS

If the TDSB does not have a copy of your most recent QECO rating, you must submit your current Qualifications Evaluation Council of Ontario (QECO) rating to the TDSB Occasional Teaching office to be paid at your correct level on the contract teachers' salary grid. As per 10.5.0. (pg. 49) you will need to apply for one before the end of your LTO.

You must complete the TDSB Online Letter of Intent – Change in Salary Group indicating that you have applied for your statement and will forward the necessary documentation as soon as possible. This online application can be found on the Board's website (tdsbWeb) under Forms - Occasional Teaching.

Your LTO Salary placement will be at Category A1 Step 0 until you send a copy of your QECO evaluation statement and documentation of any previous teaching experience to your Records Assistant contact at the TDSB Occasional Teaching office:

✉ Carmen.Seto@tdsb.on.ca
✉ Terri.Delaney@tdsb.on.ca

☎ 416-397-3249 for surnames A-L
☎ 416-397-3007 for surnames M-Z



Only once that information has been received and processed, will the necessary salary adjustments be made. QECO can be accessed through their website - <https://qeco.ca>
Allow 12 weeks for processing.

Teaching experience with other Boards of Education or Ministry inspected private schools may be credited. You must contact the previous Board employers and request a statement of teaching experience on official letterhead showing the start and end dates of employment (day/month/year) and whether you were employed as a contract or LTO teacher, with full or part-time experience.

10.3.0. Recognized teaching experience shall include:

- All contract teaching experience,
- All Long Term Occasional Teaching experience,
- Short Term Elementary Occasional teaching experience with the Toronto District School Board obtained after September 1, 2006.

Short Term and Long Term Occasional teaching experience will be calculated such that each day of experience shall equate to 1/194 of a year of credit, rounded to the nearest 1/10 of a year as per standard rounding procedures.

10.4.0. In determining the category placement of a Long Term Occasional Teacher, the Board will be guided by the definitions set out in the most recent scale as set out by QECO. No qualification may receive duplicate recognition.

10.5.0. It shall be the responsibility of the Long Term Occasional Teacher to provide the Board with the teacher's certification rating statement and any supporting documents no later than the end of the long term occasional teaching assignment.



TREASURER UPDATE

Updated, fillable reimbursement forms have now been created. They can be completed in a more efficient and timely manner. Please remember to check that all necessary sections are filled out correctly and completely before submitting. All itemized receipts with your name on them are necessary to be included in the submission in order to be eligible for payment. All reimbursement forms are due within 60 days of an event/workshop and no later than June 14th, 2024.

Payments to members are processed twice a month, usually by e-transfer.

Gail James
Treasurer



PRESIDENT'S MESSAGE

Season's Greetings to all Members of the ETFO Toronto Occasional Teachers' Local.

Thank you for all you have done, and continue to do, on behalf of students in your care and in support of public education in Ontario. As Occasional Teachers, you have a remarkable ability to adapt quickly and to skillfully perform your duties with professionalism. Your hard work makes a meaningful difference, is acknowledged and is appreciated.

The winter break is an opportunity and a time to regenerate, reflect and relish in the company of our family and friends after a busy first term. Enjoy a well-deserved Winter Break and a Happy New Year.



Best wishes to you and yours.

In solidarity,

A stylized, handwritten signature in black ink, appearing to read 'Christina Meynell'.

Christina Meynell